

CA091354

**SHELBY COUNTY BOARD OF COMMISSIONERS  
AGENDA ROUTE SHEET**

Referred to Commission Committee (name) \_\_\_\_\_

For Commission Action on (date) 9/8/08

**DESCRIPTION OF ITEM:** RESOLUTION APPROVING EXPENDITURE OF FUNDS IN THE AMOUNT OF \$2,728,452.04 TO VARIOUS VENDORS FOR STAPLE GROCERIES FOR VARIOUS DEPARTMENTS OF SHELBY COUNTY GOVERNMENT. THIS ITEM REQUIRES EXPENDITURE OF COUNTY GENERAL FUNDS IN THE AMOUNT OF \$2,728,452.04.

SPONSORED BY COMMISSIONER DEIDRE MALONE

**CHECK ALL THAT APPLY BELOW:**

\_\_\_\_\_ This Action does NOT require expenditure of funds.

X This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: \$2,728,452.04; County CIP Funds- \$ \_\_\_\_\_

State Grant Funds: \$ \_\_\_\_\_; State Gas Tax Funds: \$ \_\_\_\_\_

Federal Grant Funds: \$ \_\_\_\_\_

Other funds (Specify source and amount): \$ \_\_\_\_\_

Other pass-thru funds (Specify source and amount): \$ \_\_\_\_\_

**Originating Department:** PURCHASING  
**APPROVAL:**

Dept. Head: Clifton Davis 545-4299 \ CD \ 8/18/08  
(Type your name & phone #.) (Initials) (Date)

Elected Official: \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_  
(Type your name & phone #.) (Initials) (Date)

Division Director: Grace Hutchinson 545-4429 \ GH \ 8/18/2008  
(Type your name & phone #.) (Initials) (Date)

CIP - A&F Director: \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_  
(Type your name & phone #.) (Initials) (Date)

Finance Dept. Mike Swift \ MS \ 8/18/08  
8-18-08 (Type your name & phone #.) (Initials) (Date)

County Attorney: Kathy Johnson #4362 \ KJ \ 8/18/08  
Lisa Kelly 545-4963 (Type your name & phone #.) (Initials) (Date)

CAO/Mayor: James F. Huntzicker 545-4514 \ JFH \ 8/18/08  
(Type your name & phone #.) (Initials) (Date)

## SUMMARY

### I. Description of Item

The Shelby County Government has a need to purchase staple groceries for the various departments.

Sealed bids were requested and received on May 6, 2008 from various vendors.

### II. Source and Amount of Funding

The total estimated amount of this award is \$2,728,452.04.

Purchase orders will be issued by the Purchasing Department by department subject to the availability of funds at the time the purchase order is issued.

### III. Contract Items

A. Type of Contract - N/A

B. Terms - The period of award is from award date through June 30, 2009.

**The award has no options to renew.**

### IV. Additional Information Relevant to Approval of this Item

The Administration recommends approval of this Resolution.

ITEM # \_\_\_\_\_

PREPARED BY: Bernita Poble

COMMISSIONER Deidre Malone

APPROVED BY: R. Poble

Resolution approving expenditure of funds in the amount of \$2,728,452.04 to various vendors for staple groceries for various departments of Shelby County Government. This item requires expenditure of County General Funds in the amount of \$2,728,452.04.

**SPONSORED BY COMMISSIONER DEIDRE MALONE**

**WHEREAS**, The Shelby County Government has a need to purchase staple groceries for various departments; and

**WHEREAS**, Sealed bids were requested and received on May 6, 2008 with various bids meeting specifications being submitted in the total estimated amount of \$2,728,452.04; and

**WHEREAS**, The period of award is from date of award through June 30, 2009 and contains no options to renew; and

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE**, That the expenditure of funds in the total estimated amount of \$2,728,452.04 for staple groceries is hereby approved.

**BE IT FURTHER RESOLVED**, That the Purchasing Department is authorized to issue purchase orders for staple groceries from the FY 08-09 Operating Budgets subject to the availability of funds in each account number at the time the purchase order is issued.

**BE IT FURTHER RESOLVED**, That the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants in amounts not to exceed \$2,728,452.04 for the purposes contained in this resolution and to take proper credit in their accounting therefor.

\_\_\_\_\_  
A C Wharton, Jr. County Mayor

Date: \_\_\_\_\_

ATTEST:


\_\_\_\_\_  
Clerk of County Commission

ADOPTED \_\_\_\_\_



PURCHASING DEPARTMENT  
160 NORTH MAIN, ROOM 550  
MEMPHIS, TN 38103  
545-4360

TO: CLIFTON DAVIS  
PURCHASING DEPARTMENT

FROM: DEBBIE CAIRNCROSS   
PURCHASING DEPARTMENT

DATE: AUGUST 13, 2008

RE: APPROVED RECOMMENDATION SHEET (FINAL APPROVAL OF  
AWARD BY BOARD OF COMMISSIONERS REQUIRED)

Attached is a copy of the approved recommendation sheets for award of the Sealed Bid referenced below:

REFERENCE: BID NO.: SEALED BID NUMBER I001371  
DUE DATE: MAY 6, 2008  
DESCRIPTION: STAPLE GROCERIES

It is necessary that the award of this bid receive approval by the Board of Commissioners before issuance of a purchase order or the signing of a contract by the County.

Please prepare the commission packet including the applicable contract documents, bonds, certificate of insurance, etc. and return the complete packet to Bernita Poole in the Contract Section of the Purchasing Department for further routing.

Your contract, if required, should include or incorporate the Bid Specification. If there are fund sources other than County General Funds or CIP which partially or wholly fund this contract (e.g. State or Federal), it is mandatory that all restrictions or requirements which attach to these funds be included in your contract.

Also, if bid specifications includes multiple renewal periods please include renewals in your resolution and contract.

By way of this memo, we are notifying the Office of E.O.C. Information (Contract Compliance Status Reports, etc.) required for inclusion in the commission packet to my attention in Purchasing. Upon receipt I will forward it to the Contract Administration Section for further processing.

Attachments

cc: Carolyn Watkins, Admin., E.O.C. Office  
Bernita Poole, Contract Administration  
Sealed Bid File  
rtltrl.frm

**SHELBY COUNTY PURCHASING DEPARTMENT  
SEALED BID RECOMMENDATION SHEET  
SEALED BID NO: 1001371 DATE DUE: 5/6/08**

TITLE OR DESCRIPTION OF BID

YES	NO	REQUIREMENTS	STAPLE GROCERIES	DESCRIPTION	NO.
X	X	CIP PROJECT		/TOTAL NUMBER RFB SENT OUT	53
X	X	BOARD OF COMMISSION APPROVAL		/TOTAL NUMBER BIDS RECEIVED	10
X	X	CONTRACT		/NUMBER OF RESPONSES UNOPENED	
X	X	SURETY (BONDS, ETC.)		(NO E.O.C. CERTIFICATION)	00
X	X	CERTIFICATE OF INSURANCE			
X	X	E.O.C. REPORTS ATTACHED AND			
X	X	CERTIFIED BY ADMINISTRATOR			
X	X	COPY TO DEPARTMENT			
X	X	COPY TO DIVISION DIRECTOR			
X	X	COPY TO E.O.C.			

**VENDOR**

**EOC RATING**

**TOTAL AWARD**

**BENCHMARK FOODS**

D

\$ 9,845.80

ITEM NUMBERS: 269, 335, 337

**CONSOLIDATED FOODS**

D

\$ 1,041,216.82

ITEM NUMBERS: 1, 2, 5, 8, 9, 13, 15, 17, 18, 27, 30, 34, 36, 39, 43, 44, 45, 46, 50, 57, 60, 63, 70, 75, 76, 77, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 95, 101, 103, 104, 107, 111, 112, 113, 114, 115, 116, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 145, 146, 149, 151

**FRESH SLICES**

A

\$ 112,114.06

ITEM NUMBERS: 51, 82, 94, 96, 189, 195, 201, 217, 221, 227, 228, 229, 230, 231, 232, 233, 235, 237, 238, 239, 245, 246, 249, 280, 293, 296, 310, 311, 313, 316, 317, 318, 319, 320, 321, 323, 325, 328, 334, 336, 342, 343, 349, 353, 354, 355, 356, 357, 359, 361, 369, 370, 371, 375, 376, 377, 385, 386

**GOOD SOURCE**

B

\$ 308,856.08

ITEM NUMBERS: 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165

dc001371.rec  
jmm/08/07/08

SHELBY COUNTY PURCHASING DEPARTMENT  
SEALED BID RECOMMENDATION SHEET  
SEALED BID NO: 1001371 DATE DUE: 5/6/08

STAPLE GROCERIES

VENDOR

EOC RATING

TOTAL AWARD

GORDON FOODS

ITEM NUMBERS:

4, 6, 14, 19, 20, 21, 22, 24, 28, 31, 32, 33, 35, 38, 41, 47,  
48, 49, 52, 53, 54, 56, 59, 68, 69, 71, 73, 74, 80, 93, 100,  
118, 119, 120, 144, 147, 148, 150, 153, 167, 168, 169, 170, 171,  
172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184  
185, 186, 187, 190, 191, 192, 193, 194, 196, 197, 198, 199, 200,  
203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215,  
216, 218, 219, 220, 222, 223, 224, 225, 226, 234, 236, 240, 241,  
242, 243, 247, 248, 250, 251, 252, 253, 254, 257, 258, 259, 260,  
261, 262, 263, 265, 266, 267, 270, 271, 272, 274, 275, 276, 277,  
278, 279, 281, 282, 283, 284, 285, 286, 287, 288, 289, 294, 297,  
298, 299, 300, 301, 302, 303, 304, 305, 306, 312, 314, 315, 327,  
329, 330, 331, 332, 333, 338, 339, 340, 341, 345, 346, 347, 350,  
351, 352, 358, 360, 362, 363, 364, 365, 366, 367, 368, 372, 373,  
374, 378, 379, 380, 381, 382, 383, 384, 387, 388

F

\$ 597,492.40

HARDINS-SYSCO

B

NO AWARD

MTJ WILLIAMS

A

\$ 30,584.46

ITEM NUMBERS:

166, 188, 202, 244, 255, 256, 264, 268, 273, 290, 291, 292,  
295, 307, 308, 309, 322, 324, 326, 344, 348

ROBBINS SALES

D

\$ 61,187.50

ITEM NUMBERS: 3, 12, 23

SHELBY COUNTY PURCHASING DEPARTMENT  
SEALED BID RECOMMENDATION SHEET  
SEALED BID NO: 1001371 DATE DUE: 5/6/08

STAPLE GROCERIES

<u>VENDOR</u>	<u>EOC RATING</u>	<u>TOTAL AWARD</u>
<u>SHAVER</u>	A	\$ 505,634.92
ITEM NUMBERS: 7, 10, 11, 16, 26, 37, 40, 55, 58, 61, 62, 64, 65, 66, 67, 72, 79, 81, 97, 99, 98, 102, 105, 106, 108, 109, 117, 152, 154		
<u>SOMERSET</u>	A	\$ 61,520.00
ITEM NUMBERS: 25, 29, 42, 78, 110		
<b>TOTAL BID AWARD \$ 2,728,452.04</b>		

**RECOMMENDATION:** ON THE BASIS OF THE LOWEST RESPONSIVE BIDS RECEIVED AND WITH THE CONCURRENCE OF THE USING DEPARTMENT, I HEREBY RECOMMEND THE AWARD OF THIS BID TO THE ABOVE GROUP OF VENDORS.

AWARD PERIOD IS FROM AWARD DATE THROUGH JUNE 30, 2009. QUANTITIES INDICATED ARE ONLY ESTIMATES. THERE SHALL BE ABSOLUTELY NO GUARANTEED ORDER QUANTITIES AND/OR DOLLAR(S) AMOUNT TO BE PURCHASED AGAINST THIS BID. UNIT PRICE QUOTED SHALL BE GUARANTEED FIRM.



SHELBY COUNTY PURCHASING DEPARTMENT  
SEALED BID RECOMMENDATION SHEET  
SEALED BID NO: 1001371 DATE DUE: 5/6/08

STAPLE GROCERIES

THIS AWARD REQUIRES BOARD OF COMMISSION APPROVAL

Deborah Cairncross, 8/11/08  
Deborah Cairncross, Buyer / Date

Clifton Davis, 8/11/08  
Clifton Davis, Administrator of Purchasing/Date

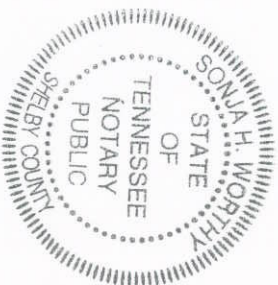
I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT BID 1001371 DATED 5/6/08 IS  
IN COMPLIANCE WITH PROCEDURES AS STATED IN THE SHELBY COUNTY COMMISSION RESOLUTION NO. 50 ON PURCHASING  
DEPARTMENT POLICY, DATED 2/4/80.

Deborah Cairncross  
For the Shelby County Purchasing Department

DATE SWORN TO AND SUBSCRIBED BEFORE ME AT MEMPHIS, TENNESSEE ON THIS 11<sup>th</sup> DAY OF August, 2008

David D. Worthy  
Notary Public

MY COMMISSION EXPIRES:  
March 4, 2009  
My Commission Expires



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jmm/08/07/08